



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND**

TOPS/POWERTRACK

CENTRAL WEB APPLICATION

TRANSPORTATION PROVIDER (TP) USER'S MANUAL

Version 2.0

September 14, 2004

Prepared for:

Military Surface Deployment and Distribution Command
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SECTION 1 INTRODUCTION

This manual provides detailed instructions for the use of Central Web Application (CWA).

1.1 CWA OVERVIEW

CWA was created to review and approve services online and to cost Personal Property shipments for electronic payment of Transportation Provider (TP) invoices via U.S. Bank/PowerTrack. In order for PowerTrack to automatically pay TP invoices, the individual items being billed must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are EDI Processing Engine, Web Application for the user interface, and Costing Engine (CE). The CWA database is coupled to the Transportation Operational Personal Property Standard System (TOPS)/TOPS History (THIST) database currently used for Personal Property Shipping. The coupling is via a database trigger on the THIST database that updates the CWA database with shipment information for shipments that are being paid by U.S. Bank/PowerTrack. In addition, the CWA authentication is integrated with the SDDC Electronic Transportation Acquisition (ETA) central authentication service, allowing all SDDC ETA users the ability to access CWA with their common ETA login.

1.2 OBJECTIVES

The role of the CWA is as follows:

1. Receive a copy of the TP invoice from PowerTrack electronically, via Electronic Data Interchange (EDI) transactions over Hypertext Transfer Protocol-Secure (HTTPS). (EDI-859 transaction)
2. Validate the invoices it receives from PowerTrack, and reject invoices that have erroneous data (shipment BL number, TP SCAC, origin/destination GBLOC). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)
3. Present the invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TP representatives adjust invoices and approve reports.
4. Generate a government cost for each approved item on the invoice, based on the item and its associated units and quantities.
5. Send a government-costed invoice to PowerTrack electronically, via EDI transactions over HTTPS. (EDI-858 transaction)
6. Receive summary payment information from PowerTrack via EDI transactions over HTTPS and store information as well as present reports. (EDI-810 transaction)

7. Provide a viewable audit for all database changes that occur during the processing of items 1 through 6 above.

1.3 REQUIREMENTS

The technical and functional requirements: design, develop, integrate, test, and deploy the CWA system. CWA will provide the following functionality:

- Data retrieval from THIST
- Web access for all user types
- Government costing/rating engine
- EDI interface with PowerTrack
- Secure access controlled by SDDC's ETA portal
- Fully functional audit module
- Management and oversight capability
- Reports generation.

1.4 USER TYPES

TP: TP users have the ability to view reports associated with their Standard Carrier Alpha Code (SCAC) as well as the ability to add and remove services for records associated with their SCAC. TP users are also able to update quantities of services as necessary. TP users are able to view the list of all shipments associated with their SCAC.

TP Multiple: TP Multiple users have the same capabilities as TP users. Additionally, they can view and act on records for multiple SCACs. TP Multiple users are able to view the list of all shipments associated with the SCACs.

TP Agent: No access at this time.

1.5 WINDOWS AND INTERNET BROWSERS

This manual uses Microsoft® Windows navigational techniques, terminology, and mouse conventions. It is assumed that the user is familiar with terms such as click, double-click, select, choose, menu, and window. If not, please check the Windows manual.

Note: The term “click” is used throughout this manual, generically, with regard to the left mouse button. If a function requires clicking the right mouse button, the manual specifically states it.

1.5.1 Standard Conventions

Because Netscape Navigator,[™] Microsoft[®] Internet Explorer and the Windows operating environment all use a Graphical User Interface (GUI) to display information, moving from task to task in the CWA primarily requires mouse work. Click on links (colored and underlined words) to move to other more definitive pages, or on buttons (graphics) that confirm entry or move to a specific page. In some cases, the user must click in a text box to enter specific information. In other areas, the user clicks on a drop down list box that allows scrolling through a list of information from which to choose. A list of standard conventions follows:

Links Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.

Web Page or Screen Names Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.

Buttons Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button, position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

| | |
|---------------------------------|---|
| Text Boxes | Use text boxes to enter limited information for a single field or to enter data for a search query. To enter data into text boxes, position the pointer over the text box and click. When the blinking cursor is displayed, type the data in the text box. If data is already in the field, click and drag the cursor to highlight the text and then type the new data. The new text replaces the previous information. |
| Drop Down List Box | A drop down list box is a text box that provides a list of information from which to choose, such as a list of the months of the year. To use a drop down list, position the pointer over the arrow to the right of the box and click once. A list drops down or pops up from the box. Locate the desired item, position the pointer over that item, and click once. The box collapses and the selected data is displayed in the box. If the box contains more data than can be displayed on one screen, a scroll bar is displayed on the right side of the box. To move up or down the list, hold the mouse button down and drag the scroll bar handle in the appropriate direction. If the first letter of the item is known, click inside the drop down list box and type that letter. The system takes the user to the first item in the list that starts with that letter. Type the same letter again and the next item in the list is displayed in the box. For example, in a drop down list box for the month, type the letter "a" and April is displayed, type "a" again and August is displayed. |
| Radio Buttons | Radio buttons are used when there can be more than one possible valid value but only one value can be selected. They appear as small circles to the left of the value title or name. To activate a radio button, position the pointer over the circle and click. When selected, a small black dot is displayed inside the circle. To deselect a radio button, follow the same procedure and the dot disappears from the circle. |
| Error Messages and Pages | During normal use, the module may display a JavaScript dialog box that indicates incorrect data has been entered. If an error box is displayed, return to the previous page by clicking [OK] in the dialog box. |

Error pages identify specific problem(s) and recommend the user correct the listed error(s). Error pages are generated whenever **[Continue]** or **[Submit Request]** are clicked and the module has determined that the data entered is incomplete or not in the correct format. If an error page is displayed, return to the previous page by clicking **[Back]** on the browser toolbar. (See Figures 1-1 and 1-2)

1.5.2 Internet Browser Pull-Down Menus

Users can find the pull-down menus when needed just above the browser Toolbars (Figures 1-1 and 1-2) on any page.

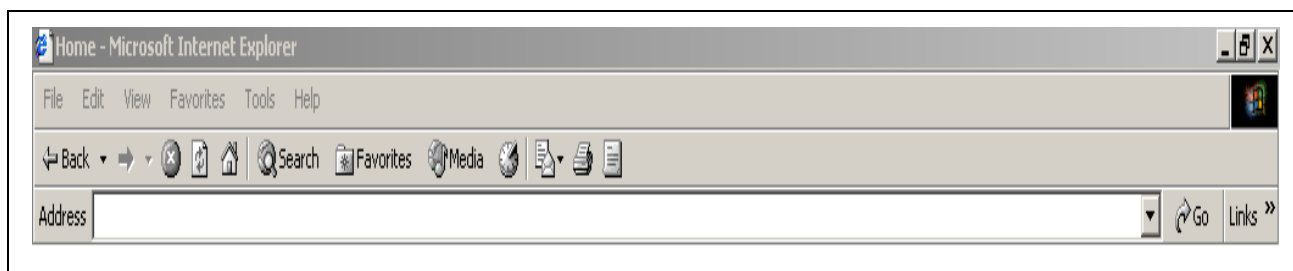


Figure 1-1. Internet Explorer Toolbar

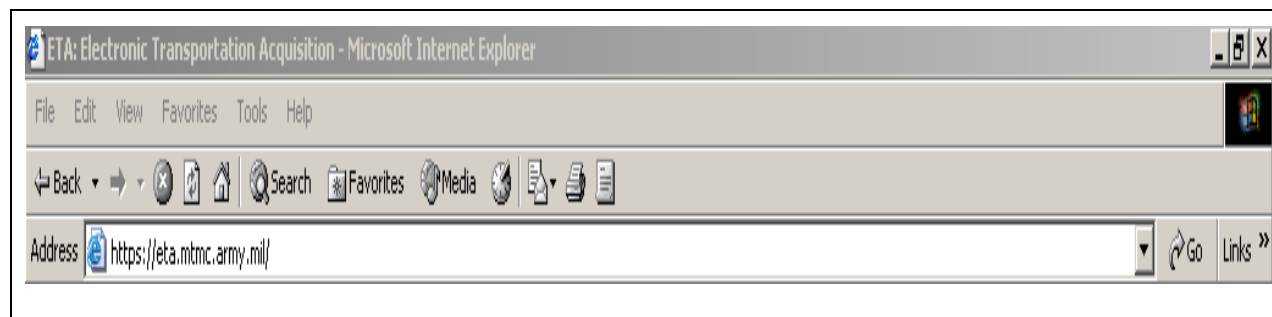


Figure 1-2. Internet Explorer Toolbar

To access the pull-down menu, click on the menu name and a list drops down. Click on the desired selection. Arrow keys can be used to move to a selection or, in some cases, type the underlined letter of the selection (use lowercase); then press **[Enter]**.

To close a pull-down menu without selecting an item, click anywhere on the desktop or press **[Esc]**. Many of the Toolbar buttons are functions that also can be accessed through the pull-down menus.

For information on the browser's menu functions and capabilities, please consult the browser's manual or use the Help/Contents function on the browser's Toolbar.

1.6 CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1 ETA Registration

The first step in accessing the CWA is to request a User ID and Password through the SDDC ETA web site. The Uniform Resource Locator (URL) for the server is <https://eta.sddc.army.mil>. There are two options to access CWA: new user and existing ETA user.

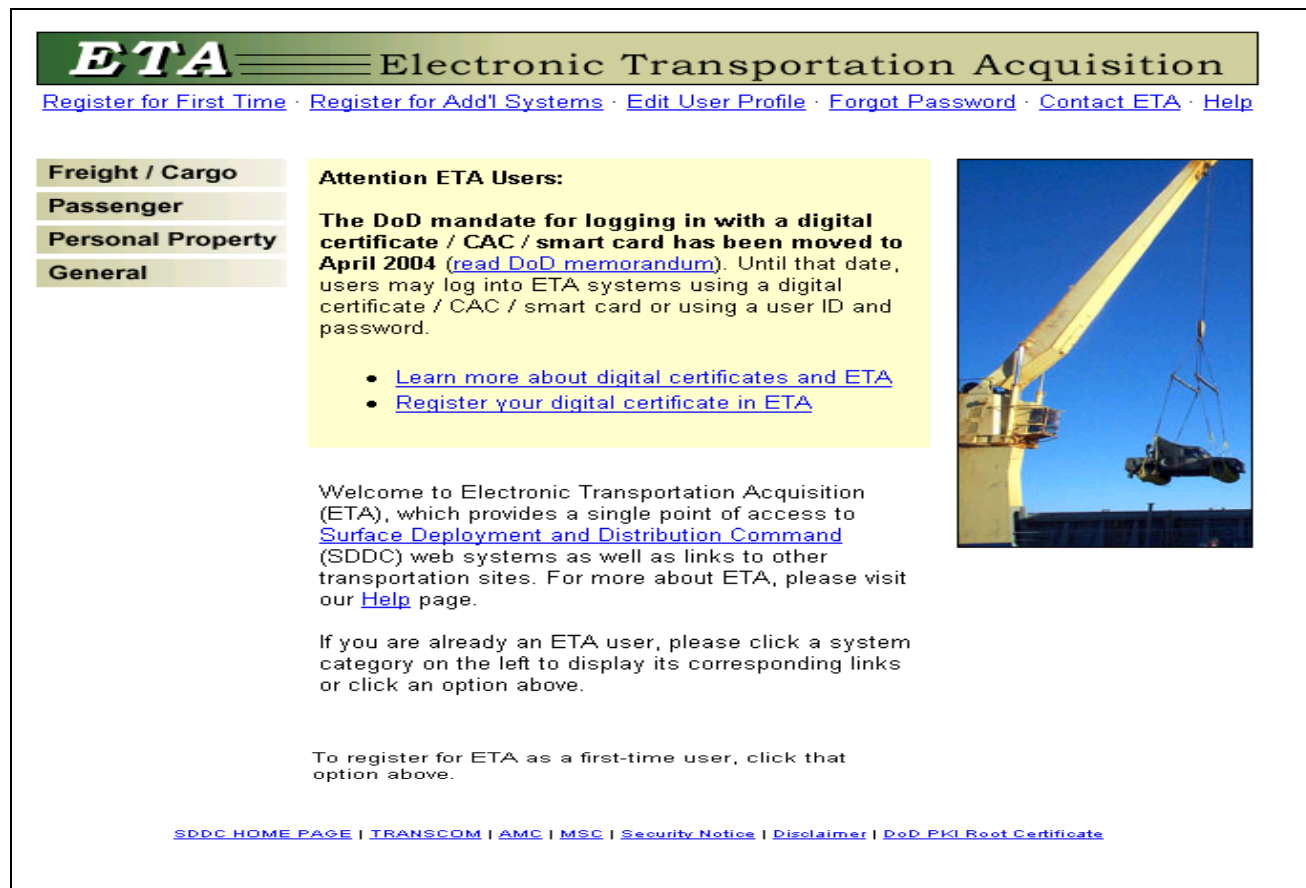


Figure 1-3. ETA — Electronic Transportation Acquisition Main Menu

1.6.1.1 New User Registration

If it is the first time a user is registering for an ETA User ID and Password, click on the [Register for First Time](#) link and the *New User Registration for ETA Page (1 of 2)* is displayed (Figure 1-4).

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

| Check | System | Description | Roles | Info |
|--------------------------|-----------|--|-----------------------------------|----------------------|
| <input type="checkbox"/> | AMS | Asset Management System | [Container ->] | Info |
| <input type="checkbox"/> | CAB | Cargo and Billing System | [Select Organization Type ->] | Info |
| <input type="checkbox"/> | CARE II | IBS Carrier Analysis and Rate Evaluation | | Info |
| <input type="checkbox"/> | CAREDEV | CARE II Service Module - DEV | | |
| <input type="checkbox"/> | CARESGT | CARE II Service Module - SGT | | |
| <input type="checkbox"/> | CARETRAIN | CARE II Service Module - TRAIN | | |
| <input type="checkbox"/> | DODI | DOD Container Inventory | [DOD Container Inventory User ->] | Info |
| <input type="checkbox"/> | ESS | Electronic Shipper System | [Select ESS Role ->] | Info |
| <input type="checkbox"/> | GFM | Global Freight Management | [Select GFM Role ->] | Info |
| <input type="checkbox"/> | GFMSSIM | GFM Training Simulator | [Select GFMSSIM Role ->] | Info |

| Check | System | Description | Roles | Info |
|--------------------------|------------|--|-----------------------------|----------------------|
| <input type="checkbox"/> | 2DMSL | 2 Dimensional Shipping Label | [Select 2DMSL Role ->] | Info |
| <input type="checkbox"/> | CWA | Central Web Application | [Select CWA Role ->] | Info |
| <input type="checkbox"/> | OTO | One-Time Only System | [Select OTO Role ->] | Info |
| <input type="checkbox"/> | PPCIG | Personal Property Consignment Information Guide Online | | |
| <input type="checkbox"/> | PPQWEB | Personal Property Carrier Qualification | [Select PPQWEB Role ->] | Info |
| <input type="checkbox"/> | PPQWEBDEV | Personal Property Carrier Qualification DEV | [Select PPQWEBDEV Role ->] | |
| <input type="checkbox"/> | PPQWEBTEST | Personal Property Carrier Qualification TEST | [Select PPQWEBTEST Role ->] | |

| Check | System | Description | Roles | Info |
|--------------------------|--------|---|------------------------|----------------------|
| <input type="checkbox"/> | DATAD | MTMC Data Dictionary | [Select DATAD Role ->] | Info |
| <input type="checkbox"/> | MEDSS | MTMC Enterprise Decision Support System | [Select MEDSS Role ->] | Info |
| <input type="checkbox"/> | MER | MTMC Enterprise Repository | [Select MER Role ->] | Info |
| <input type="checkbox"/> | PDIB | Ports and Deploying Installation Books | | Info |

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

Figure 1-4. ETA Registration Page

Scroll down on either registration page until the “Personal Property” section is visible. Within this section is a line for CWA. Click in the check box to the left of “CWA” then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *New User Registration for ETA Page (2 of 2)* is displayed (Figure 1-5).

ETA
Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the “Submit Request” button at the bottom when you are finished.
- Your selected applications are: CWA

| | | |
|-----------------------------------|---|---|
| First Name | * | <input type="text"/> |
| Middle Initial | | <input type="text"/> |
| Last Name | * | <input type="text"/> |
| Name Suffix (Sr., Jr., III) | | <input type="text"/> |
| Rank / Grade | | <input type="text"/> |
| Job / Position Title | | <input type="text"/> |
| Mailing Address (Line 1) | * | <input type="text"/> |
| Mailing Address (Line 2) | | <input type="text"/> |
| City | * | <input type="text"/> |
| State | * | <input type="text" value="-- Select State --"/> |
| Country | * | <input type="text" value="UNITED STATES"/> |
| Zip / Postal Code | * | <input type="text"/> |
| Commercial Phone | * | <input type="text"/> Ext: <input type="text"/> |
| DSN Phone | | <input type="text"/> Ext: <input type="text"/> |
| FAX Number | | <input type="text"/> |
| DSN FAX | | <input type="text"/> |
| Email Address | * | <input type="text"/> |
| Activity / Company / Organization | * | <input type="text"/> |
| Company Division | | <input type="text"/> |
| SCAC | | <input type="text"/> |
| GBLOC | * | <input type="text"/> |
| TP Multiple Code (ISA Sender ID) | | <input type="text"/> |
| Service | * | <input type="text" value="Army"/> |

Figure 1-5. ETA Application Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. When all information has been entered, click on **[Submit Request]**.

A pop-up window is displayed asking “Is this address correct: < email address >.” If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.2 Existing ETA User Registration

If the user has already registered on ETA for access to another system, click on the Register for Add'l Systems link, a pop-up window is displayed (Figure 1-6).

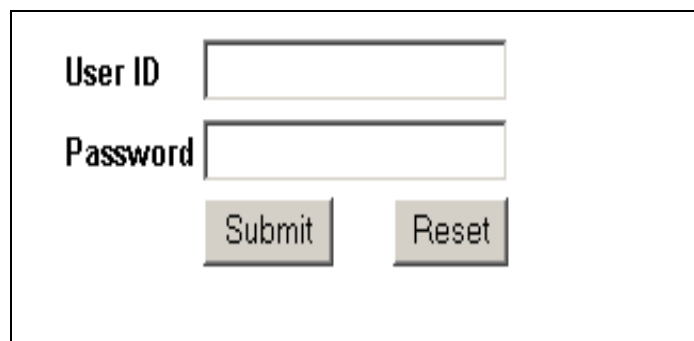
A screenshot of a web form titled "User ID and Password Screen". It contains two input fields: "User ID" and "Password". Below the "Password" field are two buttons: "Submit" and "Reset". The form is enclosed in a rectangular border.

Figure 1-6. User ID and Password Screen

Enter the ETA User Name and Password and click on **[OK]**, the *Register for Additional ETA Systems Page* is displayed (Figure 1-7).

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: CWA

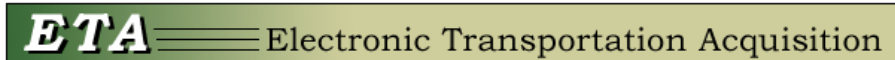
| Freight/Cargo | | | | |
|--------------------------|-----------|--|------------------------------|----------------------|
| Check | System | Description | Roles | Info |
| <input type="checkbox"/> | AMS | Asset Management System | Container | Info |
| <input type="checkbox"/> | CAB | Cargo and Billing System | Select Organization Type | Info |
| <input type="checkbox"/> | CARE II | IBS Carrier Analysis and Rate Evaluation | | Info |
| <input type="checkbox"/> | CAREDEV | CARE II Service Module - DEV | | |
| <input type="checkbox"/> | CARESQT | CARE II Service Module - SQT | | |
| <input type="checkbox"/> | CARETRAIN | CARE II Service Module - TRAIN | | |
| <input type="checkbox"/> | DODI | DOD Container Inventory | DOD Container Inventory User | Info |
| <input type="checkbox"/> | ESS | Electronic Shipper System | Select ESS Role | Info |
| <input type="checkbox"/> | GFM | Global Freight Management | Select GFM Role | Info |
| <input type="checkbox"/> | GFMSIM | GFM Training Simulator | Select GFMSIM Role | Info |

| Personal Property | | | | |
|--------------------------|------------|--|------------------------|----------------------|
| Check | System | Description | Roles | Info |
| <input type="checkbox"/> | 2DMSL | 2 Dimensional Military Shipping Label | Select 2DMSL Role | Info |
| <input type="checkbox"/> | CWA | Central Web Application | Select CWA Role | Info |
| <input type="checkbox"/> | OTO | One-Time Only System | Select OTO Role | Info |
| <input type="checkbox"/> | PPCIG | Personal Property Consignment Information Guide Online | | |
| <input type="checkbox"/> | PPQWEB | Personal Property Carrier Qualification | Select PPQWEB Role | Info |
| <input type="checkbox"/> | PPQWEBDEV | Personal Property Carrier Qualification DEV | Select PPQWEBDEV Role | |
| <input type="checkbox"/> | PPQWEBTEST | Personal Property Carrier Qualification TEST | Select PPQWEBTEST Role | |

| General | | | | |
|--------------------------|--------|---|-------------------|----------------------|
| Check | System | Description | Roles | Info |
| <input type="checkbox"/> | DATAD | MTMC Data Dictionary | Select DATAD Role | Info |
| <input type="checkbox"/> | MEDSS | MTMC Enterprise Decision Support System | Select MEDSS Role | Info |
| <input type="checkbox"/> | MER | MTMC Enterprise Repository | Select MER Role | Info |
| <input type="checkbox"/> | PDIB | Ports and Deploying Installation Books | | Info |

Figure 1-7. Additional Registration Screen

Scroll down on either registration page until the "Personal Property" section is visible. Within this section is a line for CWA. Click in the check box to the left of "CWA" then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *Register for Additional ETA Systems Page* is displayed (Figure 1-8).



Register for Additional ETA Systems

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

| | | |
|-----------------------------------|---|--|
| First Name | * | <input type="text"/> |
| Middle Initial | | <input type="text"/> |
| Last Name | * | <input type="text"/> |
| Name Suffix (Sr., Jr., III) | | <input type="text"/> |
| Rank / Grade | | <input type="text"/> |
| Job / Position Title | | <input type="text"/> |
| Mailing Address (Line 1) | * | <input type="text"/> |
| Mailing Address (Line 2) | | <input type="text"/> |
| City | * | <input type="text"/> |
| State | * | <input type="text" value="VIRGINIA"/> |
| Country | * | <input type="text" value="UNITED STATES"/> |
| Zip / Postal Code | * | <input type="text"/> |
| Commercial Phone | * | <input type="text"/> Ext: <input type="text"/> |
| DSN Phone | | <input type="text"/> Ext: <input type="text"/> |
| FAX Number | | <input type="text"/> |
| DSN FAX | | <input type="text"/> |
| | | |
| Email Address | * | <input type="text"/> |
| Activity / Company / Organization | * | <input type="text"/> |
| Company Division | | <input type="text"/> |
| GBLOC | * | <input type="text"/> |

Figure 1-8. Register for Additional ETA System Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. When all information has been entered, click on **[Submit Request]**.

A pop-up window is displayed asking “Is this address correct: < email address >.” If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.3 Password Updates

In accordance with SDDC security requirements, passwords will be updated on a regular basis. However, users can request a password update at anytime through the *ETA Main Menu* page (Figure 1-3) by clicking on the Forgot Password link. Users must enter their User ID and click on **[Submit]**. Users will receive a new password via email.

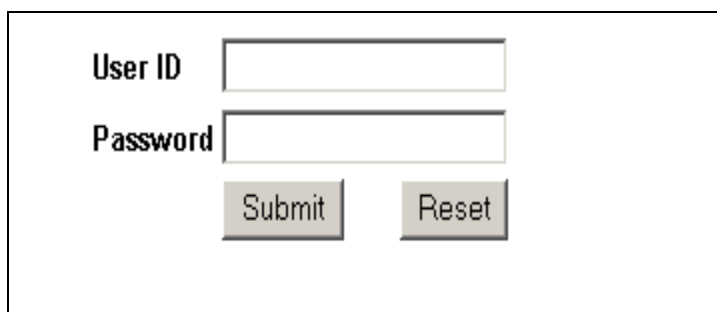
1.6.1.4 Email Address Updates

In accordance with SDDC security requirements, users must have a current email address. If the email address has changed since the initial registration, the user must update the information through the ETA web site. The URL for the server is <https://eta.sddc.army.mil>. Click on the Edit User Profile link, located at the top of the screen (Figure 1-3). Enter the appropriate user id and password (this may not be necessary if the user is currently logged into the module.) The ETA User Update screen will be displayed. This is similar to Figure 1-5. Scroll down to the bottom of the screen to view the “Email Address” field. Update the email address as appropriate by clicking and dragging in the text box to highlight the incorrect text and type in the correct information. Click on **[Save Changes]** to save the change.

1.6.2 CWA Login

To access CWA, use the *ETA Main Page*. Enter the URL for the ETA Server. When the ETA Main Page is displayed, click on the Personal Property link. A set of links concerning Personal

Property issues will be displayed. Click on the CWA link. This link will open a small window requesting the user's User ID and Password (Figure 1-9). Enter the appropriate User Name and Password then click on **[OK]**. The Internet browser opens another window and the first page of the CWA is displayed. The role selected when the user registered will determine access to any CWA functions defined by that role.



The figure shows a web form for network password entry. It contains two text input fields: the first is labeled 'User ID' and the second is labeled 'Password'. Below these fields are two buttons: 'Submit' and 'Reset'.

Figure 1-9. Network Password

1.6.3 SDDC Point of Contact

Surface Deployment and Distribution Command
200 Stovall Street
SDG6-AP
Alexandria, Virginia 22332

George Thomas: (703) 428-2237
DSN: 328
FAX: (703) 428-3390

1.6.4 Exiting CWA

Users can exit CWA from anywhere in the system. In the upper right-hand corner of the browser Titlebar, there are three boxes (refer to Figures 1-1 and 1-2). Click on the **[X]**. The outer browser window closes and the session is closed. Users can also choose File on the browser pull-down menu, scroll down to and click Exit. Either of these methods ends the user's session.

SECTION 2 CWA

2.1 CWA MAIN SCREEN

Once you have gone through the ETA system and entered your User ID and Password for the CWA, the *CWA Main Page* screen is displayed.



Figure 2-1. CWA Main Screen

2.1.1 Error Messages

If a pop-up window error message is displayed, follow the instructions listed to correct the error.

2.3 TP SCREENS

2.3.1 Log in as a TP

To access CWA, the user will click on the **[Enter CWA]** button.

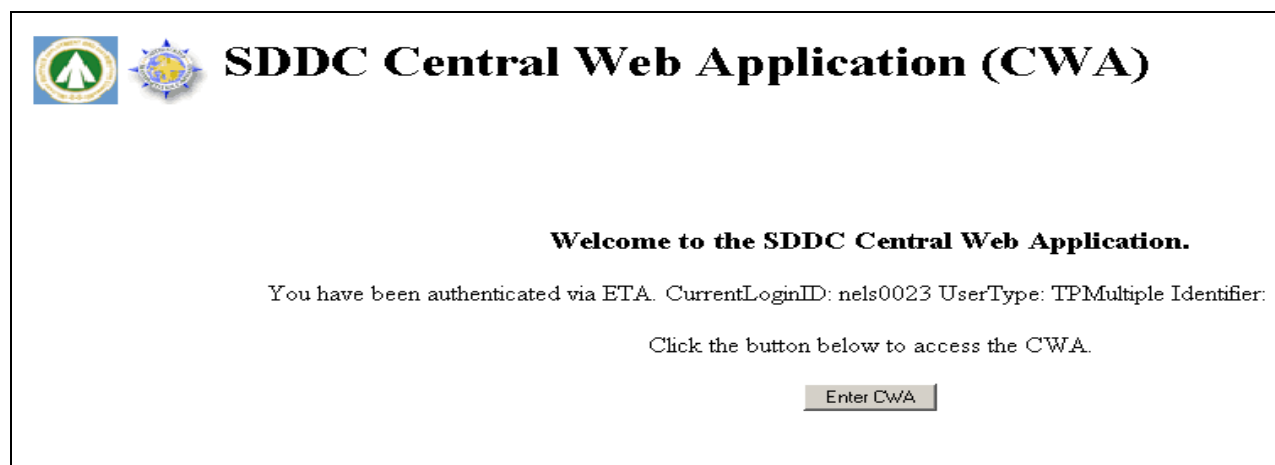


Figure 2-2. TP Multiple Login Screen

2.3.2 TP Multiple Main Page

Once the user logs into CWA and clicks on the **[Enter CWA]** button, the *TP Main Page* will be displayed.

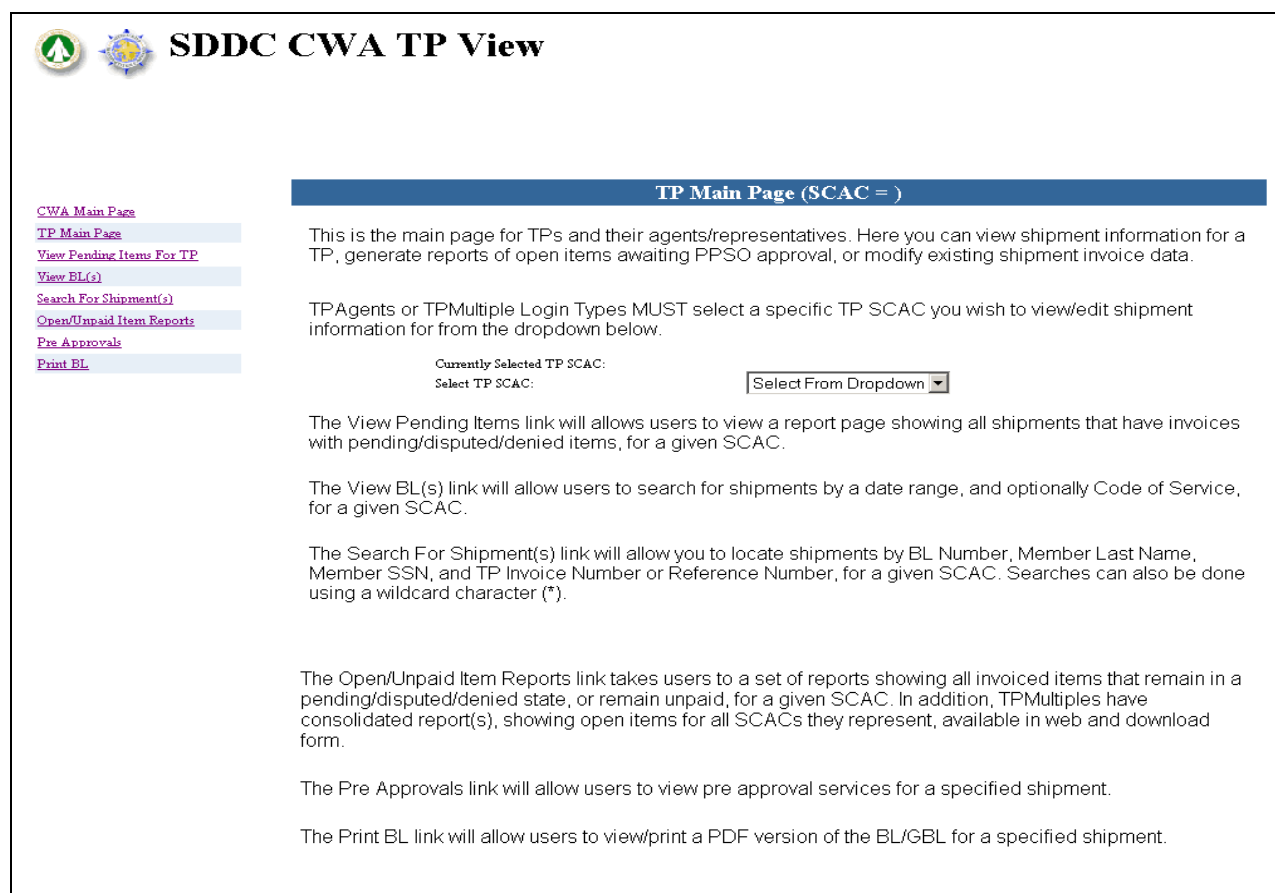


Figure 2-3. TP Multiple Main Page Screen


2.3.3 Select a specific TP

The TP Multiple user will select a specific TP SCAC from the drop down window to view/edit shipment information.

TP Main Page (SCAC =)

This is the main page for TPs and their agents/representatives. Here you can view shipment information for a TP, generate reports of open items awaiting PPSO approval, or modify existing shipment invoice data.

TPAgents or TPMultiple Login Types MUST select a specific TP SCAC you wish to view/edit shipment information for from the dropdown below.



The View Pending Items link will allows users to view a report page showing all shipments that have invoices with pending/disputed/denied items, for a given SCAC.

The View BL(s) link will allow users to search for shipments by a date range, and optionally Code of Service, for a given SCAC.

The Search For Shipment(s) link will allow you to locate shipments by BL Number, Member Last Name, Member SSN, and TP Invoice Number or Reference Number, for a given SCAC. Searches can also be done using a wildcard character (*).

The Open/Unpaid Item Reports link takes users to a set of reports showing all invoiced items that remain in a pending/disputed/denied state, or remain unpaid, for a given SCAC. In addition, TPMultiples have consolidated report(s), showing open items for all SCACs they represent, available in web and download form.


The Pre Approvals link will allow users to view pre approval services for a specified shipment.

The Print BL link will allow users to view/print a PDF version of the BL/GBL for a specified shipment.

Figure 2-4. TP Drop Down Window Screen

2.3.4 View Pending Items for TP

Click on the link [View Pending Items](#) for TP to view pending items for TP. This link provides two options: View Items and Edit Items.



SDDC CWA (TP: GRAF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Pending Items For TP

The table below lists all shipments for TP SCAC GRAF that have items that either require approval (status pending or updated) or have been rejected by the PPSO (status disputed or denied), and have not been sent to PowerTrack.


| View Items | Edit Items | New Message(s) | BL Number | Oldest Open Item | Member SSN | Member Name | Orders # | Origin CBLOC | Destination CBLOC |
|------------|------------|----------------|-----------|------------------|-------------|--------------------|----------|--------------|-------------------|
| | | | JP-970018 | 42 days | 234-56-7276 | SANCHEZ, PHILLIP D | 132 1 | BGAC | MLNQ |
| | | | JP-980276 | 42 days | 234-56-7262 | FEIR, PHILIP T | C056 06 | MLNQ | LHNQ |
| | | | JP-969899 | 33 days | 234-56-8006 | ANTHONY, DANDRE T | 70 -45 | BGAC | MLNQ |

Figure 2-5. View Pending Items Screen

2.3.4.1 View Items

Click on the link [View Items](#) to view shipment services and charges. This is a read-only option.

Note: The user is only able to view the shipment record.



SDDC CWA (TP: GRAF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges

| BL Number: | JP-970018 | Customer Name: | SANCHEZ, PHILLIP D | TP SCAC: | GRAF | | | |
|--|---------------|--|--------------------|----------------------|------------|-------|-----------|---------|
| <input checked="" type="checkbox"/> TP Shipment Note | | <input checked="" type="checkbox"/> PPSO Shipment Note | | Help | | | | |
| Location | Location Code | Location Source | City | State | County | Zip | Rate Area | Country |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TOPS/THIST | ALEXANDRIA | VA | ALEXANDRIA | 22301 | US25 | US |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TPhvoice | ALEXANDRIA | VA | ALEXANDRIA | 22301 | | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRDLV | TOPS/THIST | KANEOHE BAY | HI | HONOLULU | 96863 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRDLV | TPhvoice | PEARL HARBOR | HI | | 98601 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRDLV | TPhvoice | PEARL HARBOR | | | | US89 | |
| SHIPMENT PORT USED | PRTUSD | TPhvoice | BALTIMORE | MD | BALT CITY | 21202 | | US |
| SHIPMENT PORT USED | PRTUSD | TPhvoice | PEARL HARBOR | | | | US89 | |
| SHIPMENT DESTINATION SIT ADDRESS | DSTSIT | TOPS/THIST | PEARL CITY | HI | HONOLULU | 96782 | US89 | US |

Invoice Number: 95534



Figure 2-6. View Items Screen

| Shipment Services and Charges | | | | | | | | | | | | |
|-----------------------------------|---------------|--|----------------------------|------------------------|-----------------|-----------|----------------|------------------------------|-------------|------------------------------|-------------|--------------|
| BL Number: | JP-970018 | Customer Name: | SANCHEZ, PHILLIP D | | | TP SCAC: | GRAF | | | | | |
| TP Shipment Note | | PPSO Shipment Note | | Help | | | | | | | | |
| Location | Location Code | Location Source | City | State | County | Zip | Rate Area | Country | | | | |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TOPS/THIST | ALEXANDRIA | VA | ALEXANDRIA | 22301 | US25 | US | | | | |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TPHVOICE | ALEXANDRIA | VA | ALEXANDRIA | 22301 | | US | | | | |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TOPS/THIST | KANEOHE BAY | HI | HONOLULU | 96863 | US89 | US | | | | |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TPHVOICE | PEARL HARBOR | HI | | 98601 | US89 | US | | | | |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TPHVOICE | PEARL HARBOR | | | | US89 | | | | | |
| SHIPMENT PORT USED | PRTUSD | TPHVOICE | BALTIMORE | MD | BALT CITY | 21202 | | US | | | | |
| SHIPMENT PORT USED | PRTUSD | TPHVOICE | PEARL HARBOR | | | | US89 | | | | | |
| SHIPMENT DESTINATION SIT ADDRESS | DSTSIT | TOPS/THIST | PEARL CITY | HI | HONOLULU | 96782 | US89 | US | | | | |
| Invoice Number: 95534 | | | | | | | | | | | | |
| Linehaul Charges | | | | | | | | | | | | |
| Approval Status | Item Code | Description | Net Weight (Billed Weight) | Reweigh | Locations | Miles | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
| DENIED | LHS | Line Haul Charge | 52.43 (52.43) | N/A | PRIPCK - PRIDL | | 7278.86 | PPSO858 | | Thu Jul 08 08:00:06 EDT 2004 | 1 | 1 |
| Other Services/Charges | | | | | | | | | | | | |
| Approval Status | Item Code | Description | Location(s) | Units - Quantities | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber | | |
| APPROVEDAUTOMATIC | 405A | Fuel Surcharge-LHS | PRIPCK - PRTUSD | FlatRate 1 Miles 47 | 13.32 | | | Thu Jul 08 08:00:06 EDT 2004 | 2 | 2 | | |
| APPROVEDAUTOMATIC | 405A | Fuel Surcharge-LHS | PRIDL - PRTUSD | FlatRate 1 Miles 1 | 11.53 | | | Thu Jul 08 08:00:06 EDT 2004 | 3 | 3 | | |
| APPROVEDAUTOMATIC | BSC | Bunker S/C | N/A | Qty 1 | 144 | | | Thu Jul 08 08:00:06 EDT 2004 | 4 | 4 | | |
| APPROVEDAUTOMATIC | BSC | Bunker S/C | N/A | Qty 1 | 70 | | | Thu Jul 08 08:00:06 EDT 2004 | 5 | 5 | | |
| APPROVEDAUTOMATIC | S35A | One Percent Service Charge (International) | N/A | Qty 1 | 75.93 | | | Thu Jul 08 08:00:06 EDT 2004 | 6 | 6 | | |
| Invoice Number: 95534A | | | | | | | | | | | | |
| Linehaul Charges | | | | | | | | | | | | |
| Approval Status | Item Code | Description | Net Weight (Billed Weight) | Reweigh | Locations | Miles | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
| APPROVED | LHSADD | Line Haul Charge Addition | 52.43 (52.43) | N/A | PRIPCK - PRIDL | 10 | 7278.86 | | | Mon Jul 26 08:00:20 EDT 2004 | 1 | 1 |
| Other Services/Charges | | | | | | | | | | | | |
| Approval Status | Item Code | Description | Location(s) | Units - Quantities | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber | | |
| APPROVED | S35A | One Percent Service Charge (International) | N/A | Qty 1 | 73.52 | | | Mon Jul 26 08:00:20 EDT 2004 | 2 | 2 | | |

Figure 2-7. View Items Full Screen

2.3.4.2 Edit Items

Click on the link *Edit Items* to edit shipment services and charges. This is an option to make changes. TP will use this screen to correct invoice line item quantities, locations and cost values as well as add TP notes and enter reweigh information.

SDDC CWA (TP: GRAF)

[CWA Main Page](#)

[TP Main Page](#)

[View Pending Items For TP](#)

[View BL\(s\)](#)

[Search For Shipment\(s\)](#)

[Open/Unpaid Item Reports](#)

[Pre Approvals](#)

[Print BL](#)

| Shipment Services and Charges | | | | | | | | |
|-----------------------------------|--------------|------------------|--------------------|--------------------|------------|----------------------|----------|---------|
| BL Number: | JP-970018 | Customer Name: | SANCHEZ, PHILLIP D | | | TP SCAC: | GRAF | |
| Unlock Shipment | | TP Shipment Note | | PPSO Shipment Note | | Help | | |
| Location | LocationCode | Location Source | City | State | County | Zip | RateArea | Country |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TOPS/THIST | ALEXANDRIA | VA | ALEXANDRIA | 22301 | US25 | US |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TPHVOICE | ALEXANDRIA | VA | ALEXANDRIA | 22301 | | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDLV | TOPS/THIST | KANEOHE BAY | HI | HONOLULU | 96863 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDLV | TPHVOICE | PEARL HARBOR | HI | | 98601 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDLV | TPHVOICE | PEARL HARBOR | | | | US89 | |
| SHIPMENT PORT USED | PRTUSD | TPHVOICE | BALTIMORE | MD | BALT CITY | 21202 | | US |
| SHIPMENT PORT USED | PRTUSD | TPHVOICE | PEARL HARBOR | | | | US89 | |
| SHIPMENT DESTINATION SIT ADDRESS | DSTSIT | TOPS/THIST | PEARL CITY | HI | HONOLULU | 96782 | US89 | US |

Invoice Number: 95534

Figure 2-8. Edit Items Screen

| Shipment Services and Charges | | | | | | | | | | |
|-------------------------------|-----------|------------------|--------------------|--------------------|--|--|----------------------|------|--|--|
| BL Number: | JP-970018 | Customer Name: | SANCHEZ, PHILLIP D | | | | TP SCAC: | GRAF | | |
| Unlock Shipment | | TP Shipment Note | | PPSO Shipment Note | | | Help | | | |

| Location | Location Code | Location Source | City | State | County | Zip | Rate Area | Country |
|-----------------------------------|---------------|-----------------|--------------|-------|------------|-------|-----------|---------|
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TOPS/THIST | ALEXANDRIA | VA | ALEXANDRIA | 22301 | US25 | US |
| SHIPMENT PRIMARY PICKUP ADDRESS | PRIPCK | TPhvoice | ALEXANDRIA | VA | ALEXANDRIA | 22301 | | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TOPS/THIST | KANE OHE BAY | HI | HONOLULU | 96863 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TPhvoice | PEARL HARBOR | HI | | 98601 | US89 | US |
| SHIPMENT PRIMARY DELIVERY ADDRESS | PRIDL | TPhvoice | PEARL HARBOR | | | | US89 | |
| SHIPMENT PORT USED | PRTUSD | TPhvoice | BALTIMORE | MD | BALT CITY | 21202 | | US |
| SHIPMENT PORT USED | PRTUSD | TPhvoice | PEARL HARBOR | | | | US89 | |
| SHIPMENT DESTINATION SIT ADDRESS | DSTSIT | TOPS/THIST | PEARL CITY | HI | HONOLULU | 96782 | US89 | US |

Invoice Number: 95534

Linehaul Charges

| Edit | Approval Status | Item Code | Description | Net Weight (Billed Weight) | Reweigh | Locations | Miles | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
|------|-----------------|-----------|------------------|----------------------------|-------------------------------|-----------------|-------|----------------|-----------|----------|------------------------------|-------------|--------------|
| | DENIED | LHS | Line Haul Charge | 52.43 (52.43) | Enter Reweigh | PRIPCK - PRIDL | | 7278.86 | PPSO858 | | Thu Jul 08 08:00:06 EDT 2004 | 1 | 1 |

Other Services/Charges

| Edit | Approval Status | Item Code | Description | Location(s) | Units - Quantities | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
|------|-----------------|-----------|--|-------------|--------------------|----------------|-----------|----------|------------------------------|-------------|--------------|
| | APPROVED | AUTOMATIC | Fuel Surcharge-LHS | PRIPCK | FlatRate 1 | 13.32 | | | Thu Jul 08 08:00:06 EDT 2004 | 2 | 2 |
| | APPROVED | AUTOMATIC | Fuel Surcharge-LHS | PRTUSD | Miles 47 | | | | | | |
| | APPROVED | AUTOMATIC | Fuel Surcharge-LHS | PRIDL | FlatRate 1 | 11.53 | | | Thu Jul 08 08:00:06 EDT 2004 | 3 | 3 |
| | APPROVED | AUTOMATIC | Fuel Surcharge-LHS | PRTUSD | Miles 1 | | | | | | |
| | APPROVED | AUTOMATIC | Bunker S/C | N/A | Qty 1 | 144 | | | Thu Jul 08 08:00:06 EDT 2004 | 4 | 4 |
| | APPROVED | AUTOMATIC | Bunker S/C | N/A | Qty 1 | 70 | | | Thu Jul 08 08:00:06 EDT 2004 | 5 | 5 |
| | APPROVED | AUTOMATIC | One Percent Service Charge (International) | N/A | Qty 1 | 75.93 | | | Thu Jul 08 08:00:06 EDT 2004 | 6 | 6 |

Invoice Number: 95534A

Linehaul Charges

| Edit | Approval Status | Item Code | Description | Net Weight (Billed Weight) | Reweigh | Locations | Miles | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
|------|-----------------|-----------|---------------------------|----------------------------|-------------------------------|-----------------|-------|----------------|-----------|----------|------------------------------|-------------|--------------|
| | APPROVED | LHSADD | Line Haul Charge Addition | 52.43 (52.43) | Enter Reweigh | PRIPCK - PRIDL | 10 | 7278.86 | | | Mon Jul 26 08:00:20 EDT 2004 | 1 | 1 |

Other Services/Charges

| Edit | Approval Status | Item Code | Description | Location(s) | Units - Quantities | Invoice Amount | EDI Notes | Messages | PowerTrack Sent Date | 859LXNumber | 859IDCNumber |
|------|-----------------|-----------|--|-------------|--------------------|----------------|-----------|----------|------------------------------|-------------|--------------|
| | APPROVED | S35A | One Percent Service Charge (International) | N/A | Qty 1 | 73.52 | | | Mon Jul 26 08:00:20 EDT 2004 | 2 | 2 |

Submit Edit

Figure 2-9. Edit Items Full Screen

2.3.4.3 Shipment Service Location Information

To edit shipment service location information for a particular line item, click on the link listed in the Locations column, enter new address and new zip code, select the new rate area from the drop down list and click the **[Submit Edit]** button. Example: ORGSIT – Shipment Origin SIT Address.

Note: For complete list of shipping address types see Appendix B.

| | |
|--|----------------------------------|
| Shipment Service Location Information | |
| Location Type: | SHIPMENT ORIGIN SIT ADDRESS (WO) |
| Location Information Source (TOPS/TP): | TP INVOICE |
| Street Address: | <input type="text"/> |
| City: | PEARL HARBOR |
| County: | <input type="text"/> |
| State: | <input type="text"/> |
| Country: | <input type="text"/> |
| Enter New Zip Code: | <input type="text"/> |
| Current Rate Area: | US89 |
| Select New Rate Area: | Select From Dropdown ▼ |
| <input type="button" value="Submit Edit"/> | |

Figure 2-10. Shipment Service Location Information Screen

2.3.4.4 Messages

Example: Click on the pencil icon link to enter a message. Click the **[Add Message]** button, enter new text in the box, select the origin or destination GBLOC and click the **[Save]** button.

Item Code: LHS (Line Haul Charge)

| Date | From | To | Message Text |
|------|------|----|--------------|
|------|------|----|--------------|

Figure 2-11. Messages Screen

Message:

Sender: AAEK (nsl0023)

To: CLPK (Origin GBLOC) ▼

Figure 2-12. Add Message Screen

2.3.4.5 EDI Notes

EDI Notes column displays computer-generated costing engine messages (notes for denial of items by costing engine).

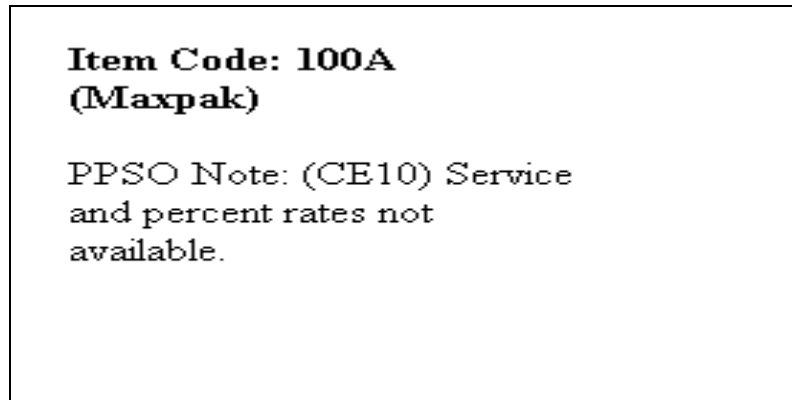


Figure 2-13. EDI Notes Screen

2.3.4.6 Edit Locking

As soon as the user enters edit mode from a search page, or other page, the Edit Locking tool automatically locks the shipment and no other user is able to access the shipment record. The Edit Locking allows the user to explicitly unlock shipments directly from the edit pages, otherwise the lock "times-out" after a given time period. On all the search results pages, Edit Locking displays the lock status for each shipment, including the ETA user ID.



Figure 2-14. Edit Lock Screen

2.3.4.7 Enter Reweigh Information

Click on the [Enter Reweigh](#) link to enter/edit Reweigh information.

Figure 2-15. Reweigh Screen


2.3.5 View BLs

Click on the link [View BLs](#) to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipments report by Code of Service, if desired.

Figure 2-16. View BLs Screen

Example: View by Pickup Date



SDDC CWA (TP: AALF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)


View BLs (dateType=PickupDate SCAC=AALF startDate=2004-04-05 endDate=2004-08-02)

| Shipment Status Codes | | BK (Booked) | IS (InStorage) | DL (Delivered) | | | | | |
|-----------------------|-----------------|-------------|-----------------|----------------|---------------------|-----------|--------------|-------------------|------|
| View Items | Enter Approvals | BL Number | Shipment Status | Member SSN | Member Name | Order # | Origin GBLOC | Destination GBLOC | SCAC |
| | | JP-847663 | DL | 234-56-7606 | MOREIRA, HUASCAR | 49-562 | CLPK | MLNQ | AALF |
| | | JP-906565 | DL | 234-56-7515 | BRUMMELL, BRIAN | L282-031 | HBAT | MLNQ | AALF |
| | | JP-980285 | IS | 234-56-7423 | EBLAMO, JOSE H | 0224 | MLNQ | LKNQ | AALF |
| | | JP-983942 | DL | 234-56-7232 | GOLDSTON, MICHAEL E | 0794 (01) | LKNQ | MLNQ | AALF |
| | | JP-984242 | BK | 234-56-7506 | PERRELLA, SIL A | 0504 | LKNQ | MLNQ | AALF |
| | | JQ-034743 | BK | 234-56-7435 | TIPON, EMMANUEL V | 13 21 | BGAC | MLNQ | AALF |
| | | JQ-068117 | BK | 234-56-7921 | HOOKS, JAMES | L125-002 | HBAT | MLNQ | AALF |

Figure 2-17. View by Pickup Date Screen

2.3.6 Search for Shipments

Click on the link [Search for Shipments](#). This link provides five search options: BL Number, Customer SSN, Customer Last Name, TP Invoice Number, and TP Reference Number.



SDDC CWA (TP: AALF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

AALF Search Form (TP SCAC AALF)

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

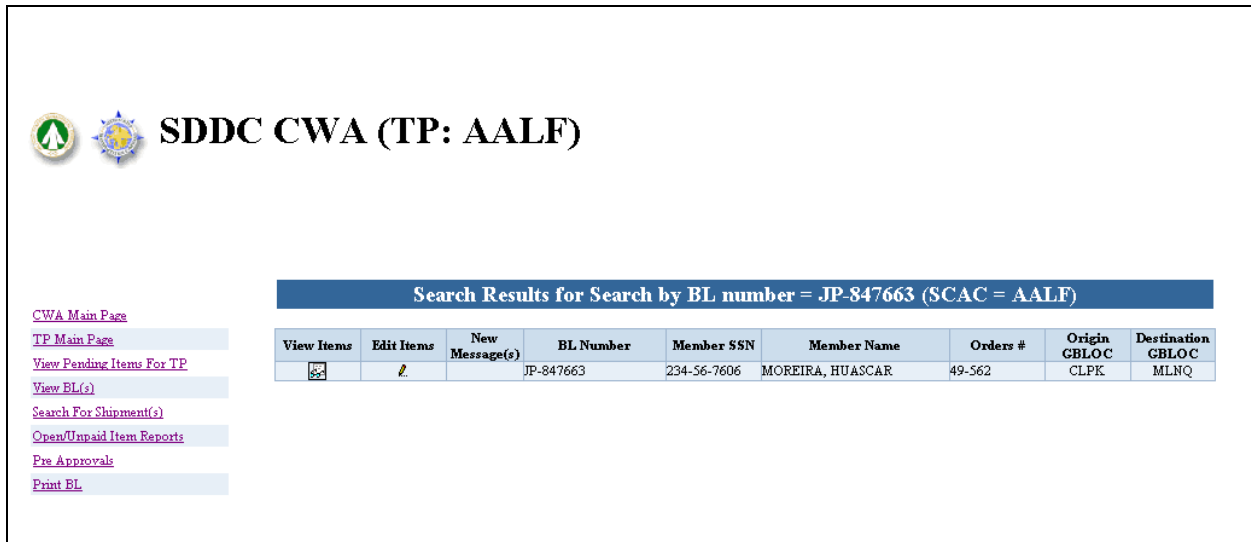
To do an exact match search for a BL Number, remember to use the dash (i.e. JP-123456). Do not use dashes in SSN, just enter the number directly.

| | |
|----------------------|---------------------|
| <input type="text"/> | BL Number |
| <input type="text"/> | Member SSN |
| <input type="text"/> | Member Last Name |
| <input type="text"/> | TP Invoice Number |
| <input type="text"/> | TP Reference Number |

Figure 2-18. Search for Shipments Screen

2.3.6.1 Search by BL Number

Example: Enter BL Number and click **[Search]**. This link provides two options: View Items and Edit Items.



SDDC CWA (TP: AALF)

Search Results for Search by BL number = JP-847663 (SCAC = AALF)

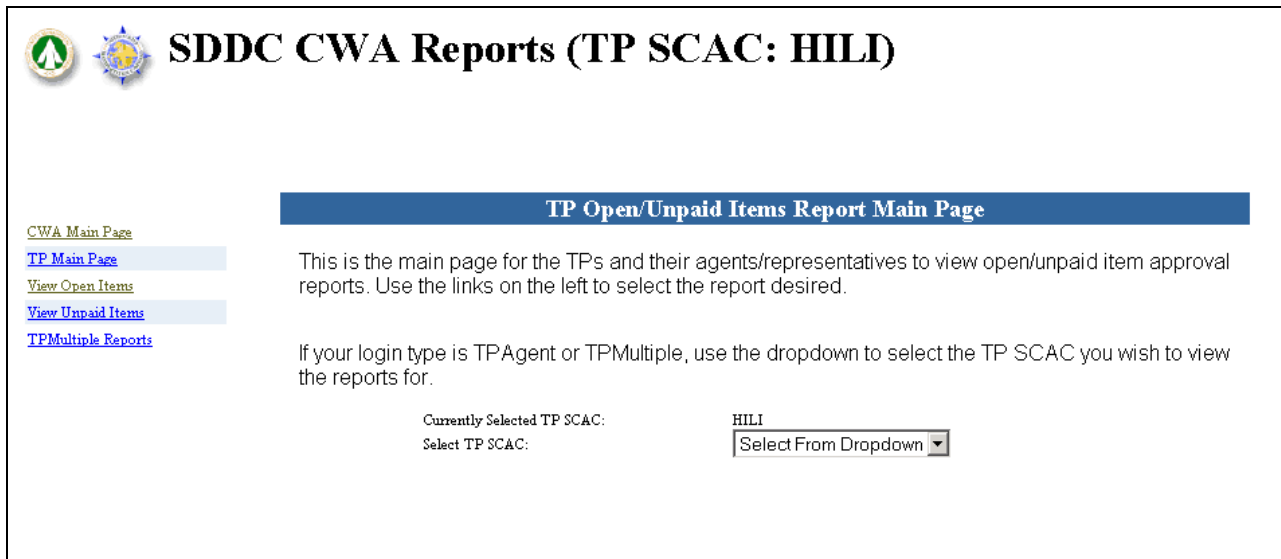
| View Items | Edit Items | New Message(s) | BL Number | Member SSN | Member Name | Orders # | Origin GBLOC | Destination GBLOC |
|------------|------------|----------------|-----------|-------------|------------------|----------|--------------|-------------------|
| | | | JP-847663 | 234-56-7606 | MOREIRA, HUASCAR | 49-562 | CLPK | MLNQ |

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Figure 2-19. Search Results by BL Number Screen

2.3.7 Open/Unpaid Item Reports

Click on the link [Open/Unpaid Item Reports](#) from the main menu on the left side to view the reports page.



SDDC CWA Reports (TP SCAC: HILI)

TP Open/Unpaid Items Report Main Page

This is the main page for the TPs and their agents/representatives to view open/unpaid item approval reports. Use the links on the left to select the report desired.

If your login type is TP Agent or TPMultiple, use the dropdown to select the TP SCAC you wish to view the reports for.

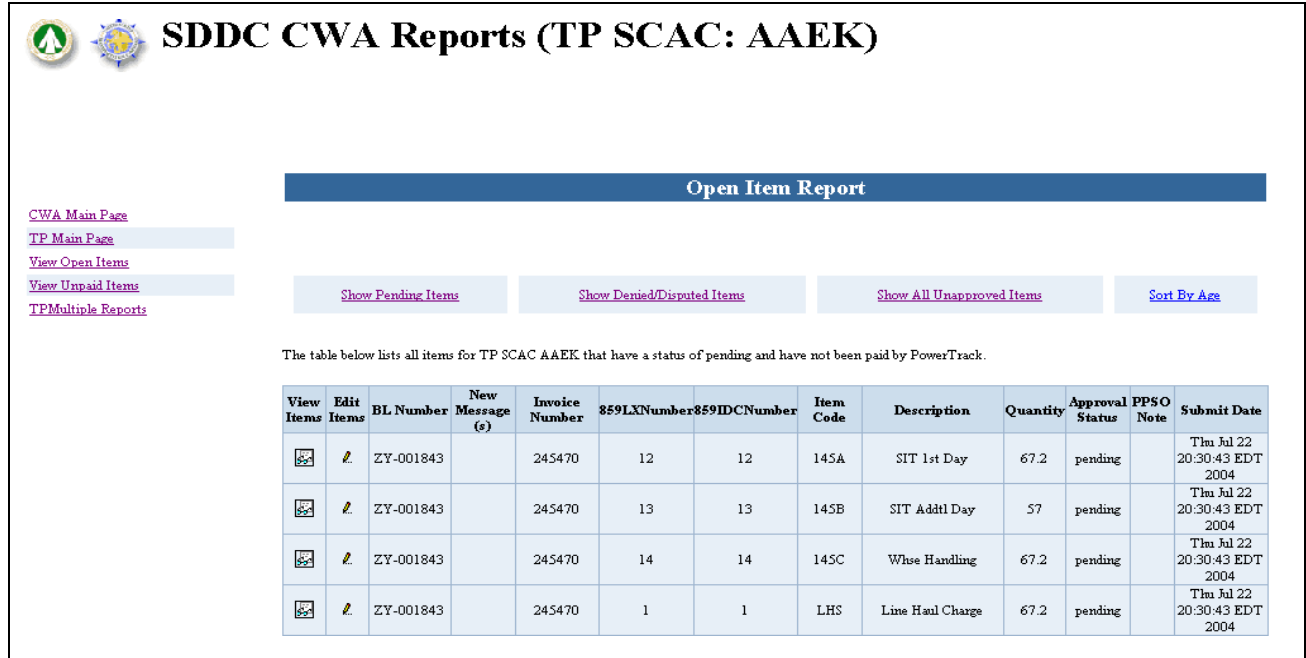
Currently Selected TP SCAC: HILI
 Select TP SCAC:

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TPMultiple Reports](#)

Figure 2-20. Open/Unpaid Item Reports Screen

2.3.7.1 View Open Items

Click on the link [View Open Items](#) to view open items. This link provides four view options: Show Pending Items (displayed by default), Show Denied/Disputed Items, Show All Unapproved Items, and Sort by Age.



SDDC CWA Reports (TP SCAC: AAEK)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TPMultiple Reports](#)

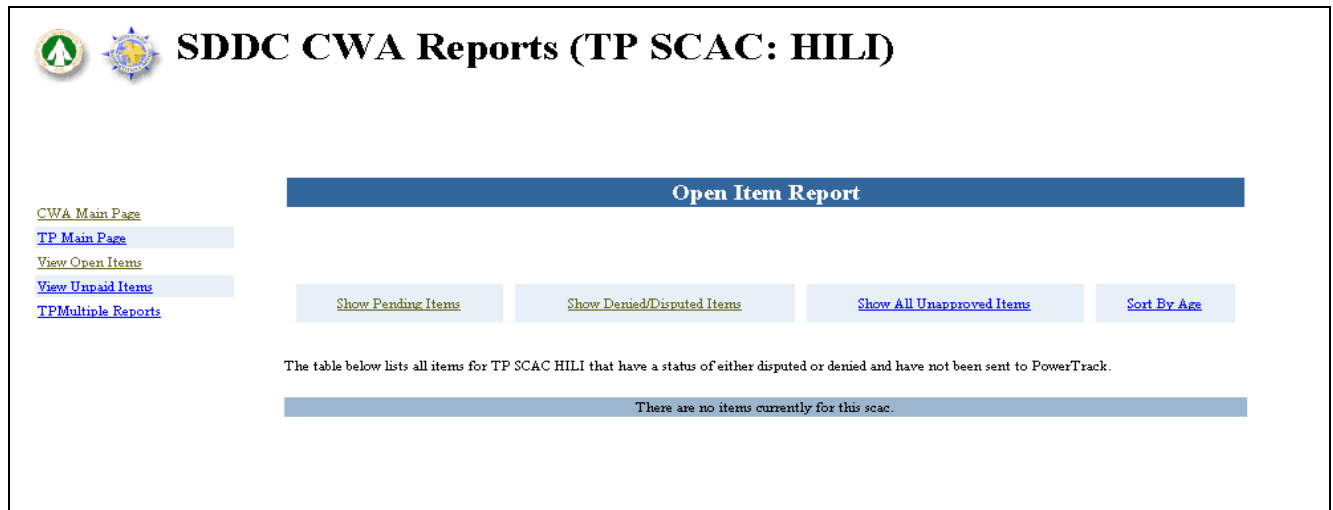
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC AAEK that have a status of pending and have not been paid by PowerTrack.

| View Items | Edit Items | BL Number | New Message(s) | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
|------------|------------|-----------|----------------|----------------|-------------|--------------|-----------|------------------|----------|-----------------|-----------|------------------------------|
| | | ZY-001843 | | 245470 | 12 | 12 | 145A | SIT 1st Day | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 13 | 13 | 145B | SIT Addtl Day | 57 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 14 | 14 | 145C | Whse Handling | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 1 | 1 | LHS | Line Haul Charge | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |

Figure 2-21. View Open Items Screen

Example 1: Show Denied/Disputed Items



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TPMultiple Reports](#)

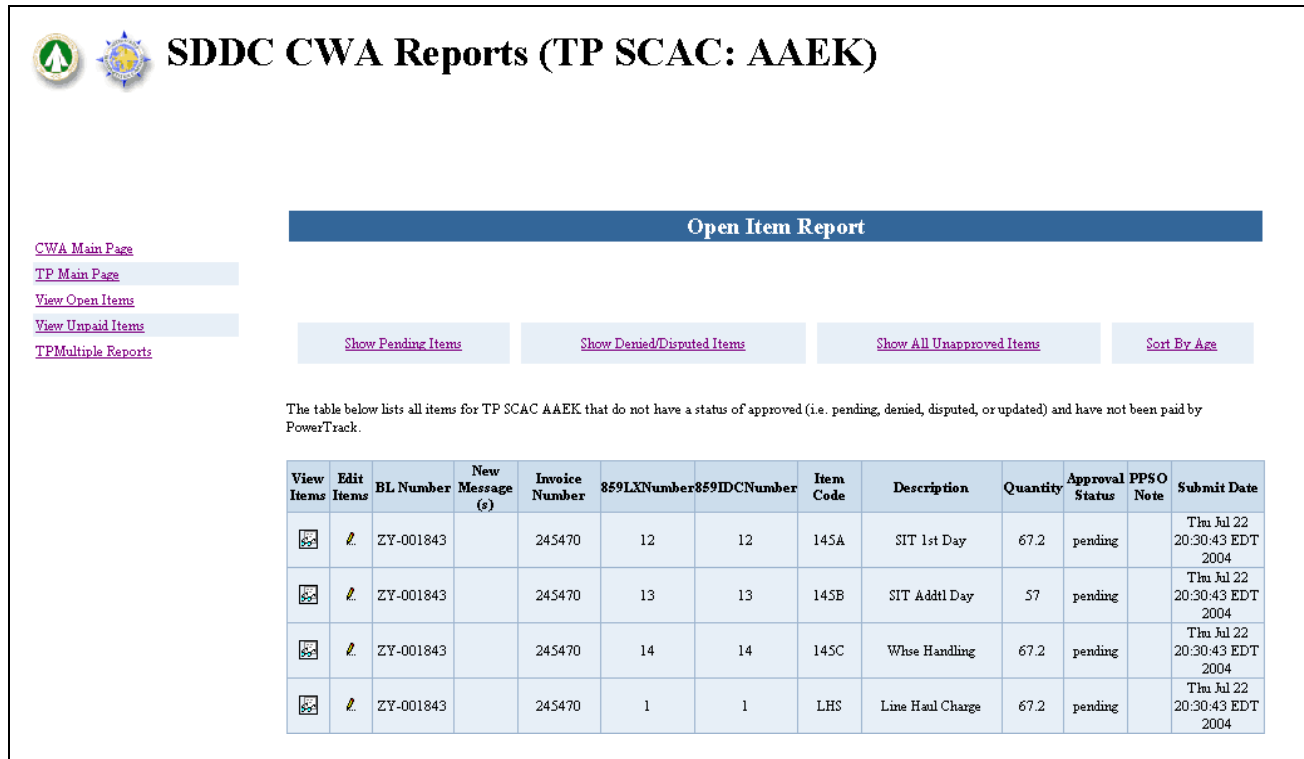
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that have a status of either disputed or denied and have not been sent to PowerTrack.

There are no items currently for this scac.

Figure 2-22. Show Denied/Disputed Items Screen

Example 2: Show All Unapproved Items



SDDC CWA Reports (TP SCAC: AAEK)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

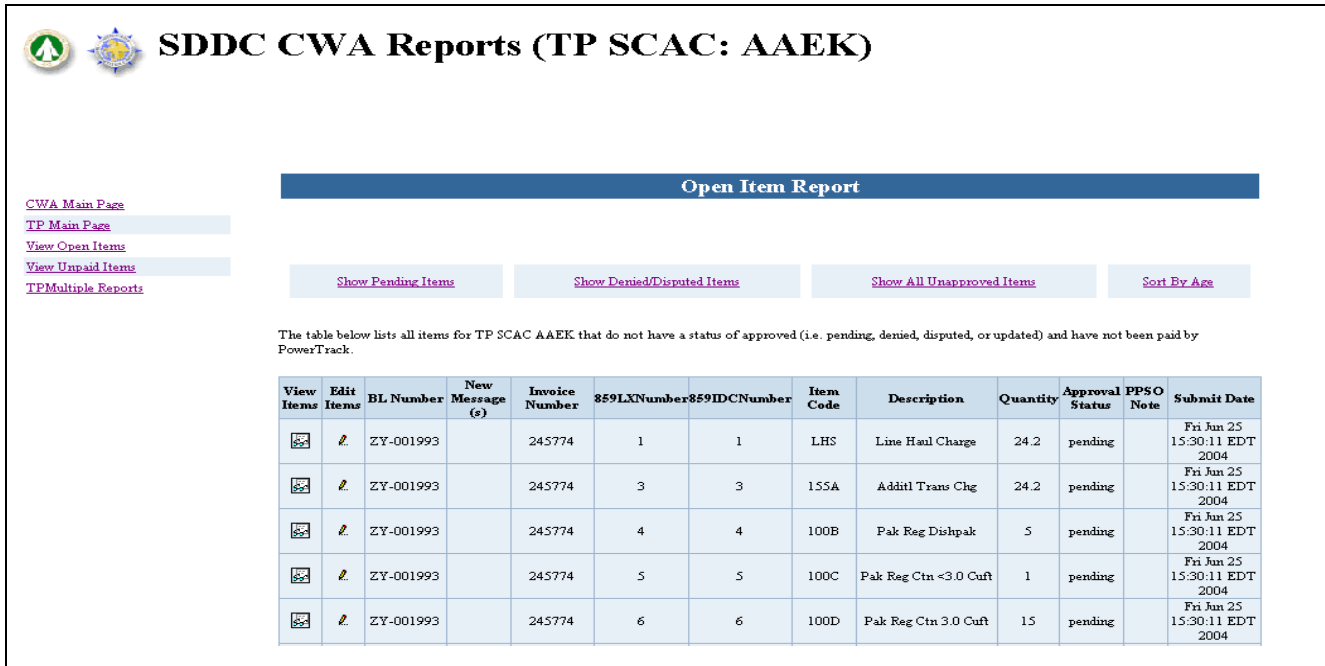
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC AAEK that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been paid by PowerTrack.

| View Items | Edit Items | BL Number | New Message (s) | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
|------------|------------|-----------|-----------------|----------------|-------------|--------------|-----------|------------------|----------|-----------------|-----------|------------------------------|
| | | ZY-001843 | | 245470 | 12 | 12 | 145A | SIT 1st Day | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 13 | 13 | 145B | SIT Addtl Day | 57 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 14 | 14 | 145C | Whse Handling | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | | 245470 | 1 | 1 | LHS | Line Haul Charge | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |

Figure 2-23. Show All Unapproved Items Screen

Example 3: Sort by Age



SDDC CWA Reports (TP SCAC: AAEK)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC AAEK that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been paid by PowerTrack.

| View Items | Edit Items | BL Number | New Message (s) | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
|------------|------------|-----------|-----------------|----------------|-------------|--------------|-----------|-----------------------|----------|-----------------|-----------|------------------------------|
| | | ZY-001993 | | 245774 | 1 | 1 | LHS | Line Haul Charge | 24.2 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | | 245774 | 3 | 3 | 155A | Addtl Trans Chg | 24.2 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | | 245774 | 4 | 4 | 100B | Pak Reg Dishpak | 5 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | | 245774 | 5 | 5 | 100C | Pak Reg Ctn <3.0 Cuft | 1 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | | 245774 | 6 | 6 | 100D | Pak Reg Ctn 3.0 Cuft | 15 | pending | | Fri Jun 25 15:30:11 EDT 2004 |

Figure 2-24. Sort by Age Screen

2.3.7.2 View Unpaid Items

Click on the link [View Unpaid Items](#) to view unpaid items. To view Date Range report, enter start date, end date and click the [Submit Date Range Report] button. To view a report of all unpaid items for a TP, click on the link [Click Here](#).

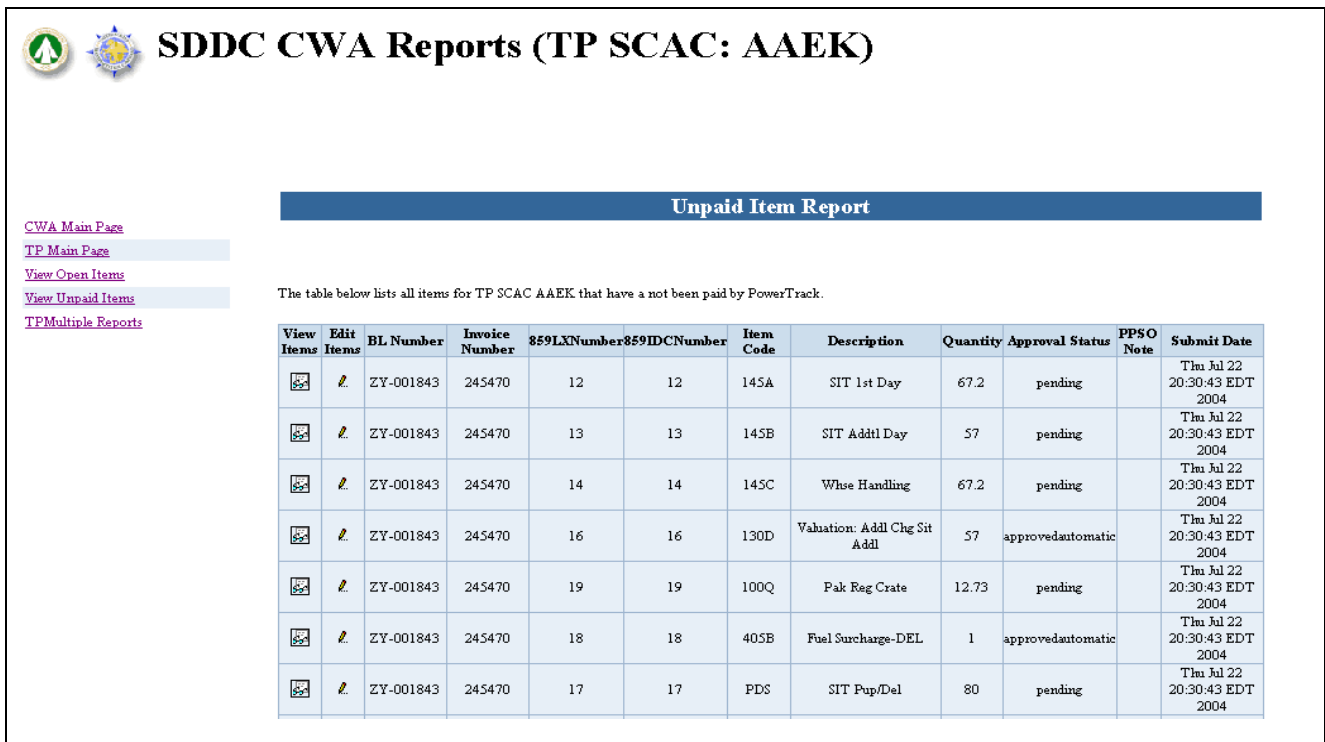
Figure 2-25. View Unpaid Items Report Screen

Example 1: View Unpaid Items Date Range Report

| View Items | Edit Items | BL Number | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
|------------|------------|-----------|----------------|-------------|--------------|-----------|-----------------------|----------|-------------------|-----------|------------------------------|
| | | ZY-001993 | 245774 | 1 | 1 | LHS | Line Haul Charge | 24.2 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | 245774 | 2 | 2 | 405A | Fuel Surcharge-LHS | 1 | approvedautomatic | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | 245774 | 3 | 3 | 155A | Additl Trans Chg | 24.2 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | 245774 | 4 | 4 | 100B | Pak Reg Dishpak | 5 | pending | | Fri Jun 25 15:30:11 EDT 2004 |
| | | ZY-001993 | 245774 | 5 | 5 | 100C | Pak Reg Ctn <3.0 Cuft | 1 | pending | | Fri Jun 25 15:30:11 EDT 2004 |

Figure 2-26. View Unpaid Items Date Range Report Screen

Example 2: View a report of all unpaid items for a TP



SDDC CWA Reports (TP SCAC: AAEK)

Unpaid Item Report

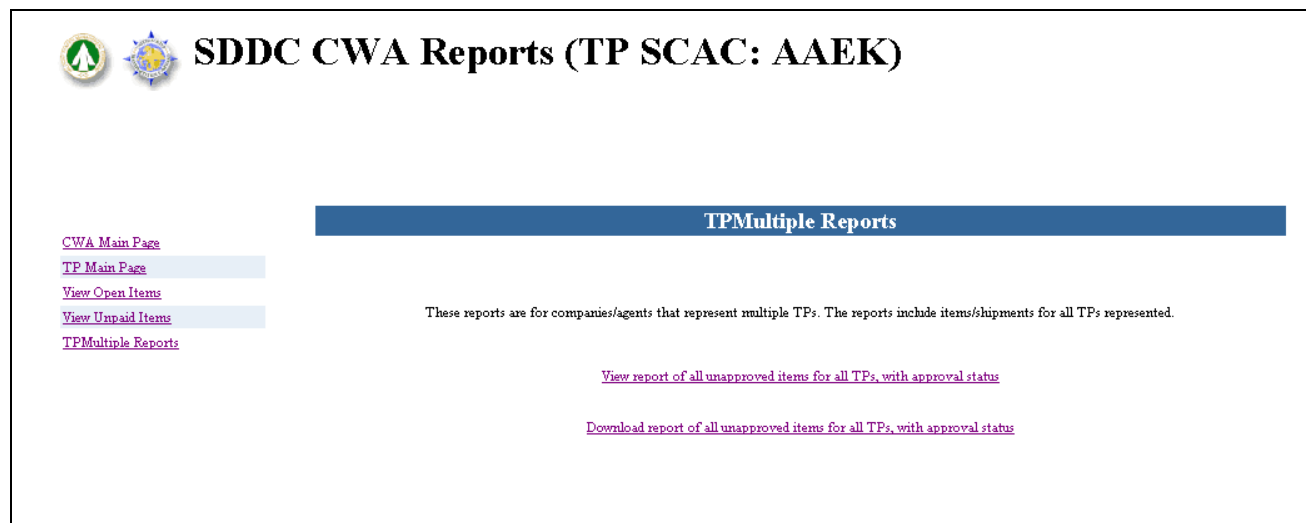
The table below lists all items for TP SCAC AAEK that have not been paid by PowerTrack.

| View Items | Edit Items | BL Number | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
|------------|------------|-----------|----------------|-------------|--------------|-----------|--------------------------------|----------|-------------------|-----------|------------------------------|
| | | ZY-001843 | 245470 | 12 | 12 | 145A | SIT 1st Day | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 13 | 13 | 145B | SIT Addtl Day | 57 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 14 | 14 | 145C | Whse Handling | 67.2 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 16 | 16 | 130D | Vahuation: Addtl Chg Sit Addtl | 57 | approvedautomatic | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 19 | 19 | 100Q | Pak Reg Crate | 12.73 | pending | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 18 | 18 | 405B | Fuel Surcharge-DEL | 1 | approvedautomatic | | Thu Jul 22 20:30:43 EDT 2004 |
| | | ZY-001843 | 245470 | 17 | 17 | PDS | SIT Pup/Del | 80 | pending | | Thu Jul 22 20:30:43 EDT 2004 |

Figure 2-27. Report of all Unpaid Items Screen

2.3.7.3 TP Multiple Reports

Click on the link [TP Multiple Reports](#).



SDDC CWA Reports (TP SCAC: AAEK)

TPMultiple Reports

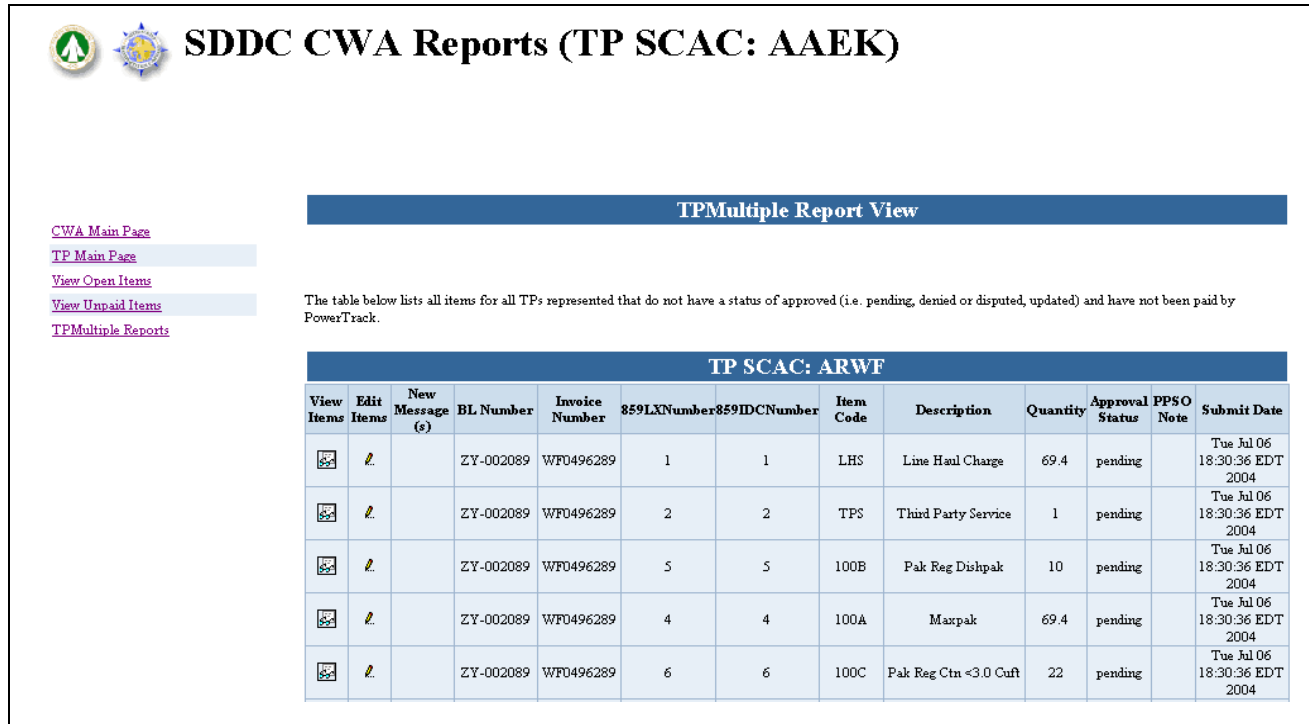
These reports are for companies/agents that represent multiple TPs. The reports include items/shipments for all TPs represented.

[View report of all unapproved items for all TPs, with approval status](#)

[Download report of all unapproved items for all TPs, with approval status](#)

Figure 2-28. TP Multiple Reports Screen

Example 1: Click on the link *View report of all unapproved items for all TPs with approval status*. This report lists all items with pending, denied, disputed or updated statuses that have not been paid by PowerTrack.



SDDC CWA Reports (TP SCAC: AAEK)

TPMultiple Report View

The table below lists all items for all TPs represented that do not have a status of approved (i.e. pending, denied or disputed, updated) and have not been paid by PowerTrack.

| TP SCAC: ARWF | | | | | | | | | | | | |
|---------------|------------|-----------------|-----------|----------------|-------------|--------------|-----------|-----------------------|----------|-----------------|-----------|------------------------------|
| View Items | Edit Items | New Message (s) | BL Number | Invoice Number | 859LXNumber | 859IDCNumber | Item Code | Description | Quantity | Approval Status | PPSO Note | Submit Date |
| | | | ZY-002089 | WF0496289 | 1 | 1 | LHS | Line Haul Charge | 69.4 | pending | | Tue Jul 06 18:30:36 EDT 2004 |
| | | | ZY-002089 | WF0496289 | 2 | 2 | TPS | Third Party Service | 1 | pending | | Tue Jul 06 18:30:36 EDT 2004 |
| | | | ZY-002089 | WF0496289 | 5 | 5 | 100B | Pak Reg Dishpak | 10 | pending | | Tue Jul 06 18:30:36 EDT 2004 |
| | | | ZY-002089 | WF0496289 | 4 | 4 | 100A | Marpak | 69.4 | pending | | Tue Jul 06 18:30:36 EDT 2004 |
| | | | ZY-002089 | WF0496289 | 6 | 6 | 100C | Pak Reg Ctn <3.0 Cuft | 22 | pending | | Tue Jul 06 18:30:36 EDT 2004 |

Figure 2-29. TP Multiple Report View Screen

Example 2: Click on the link *Download report of all unapproved items for TPs with approval status* to download the report.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your personal computer (PC) and open the file with the report. Next, click the 'Delimited' box and click the **[Next]** button. Then click to undo the 'Tab' box; check the 'Other' box and insert the pipe symbol (|) on your keyboard, click the **[Next]** button, then click the **[Finish]** button.



SDDC CWA Reports (TP SCAC: HILD)

TP Multiple Report Download

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

Click the Download Report link below and save to your local disk to retrieve the latest report of all unapproved items for all TPs.

The report file is a pipe delimited (|) text file (.txt file) that can be opened directly in Excel.

The format of the download file is as follows:

TPSCAC|BLNumber|InvoiceNumber|859LXNumber|859IDCNumber|ItemCode|Item Description|Quantity|ApprovalStatus|PPSONote|SubmittedDate

[Download Report](#)

Figure 2-30. TP Multiple Report Download Screen

| download | | | | | | | | | | | | | | | | |
|----------|---------|-----------|-------------|-----------|-----------|-------------|------------|----------|------------|----------|------------------------------|---|---|---|---|--|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | |
| 1 | TP SCAC | BL Numbe | Invoice Nui | 859LX Nun | 859IDC Nu | Item Code | Item Descr | Quantity | Approval S | PPSO Not | Submitted Date | | | | | |
| 2 | AALF | JP-676286 | IVV23560E | 1 S1 | LHS | Line Haul C | | 85.4 | pending | null | Mon Mar 01 19:49:08 EST 2004 | | | | | |
| 3 | AALF | JP-795216 | IVV236182 | 1 S1 | LHS | Line Haul C | | 163.75 | pending | null | Mon Mar 01 18:10:27 EST 2004 | | | | | |
| 4 | AALF | JP-795216 | IVV236182 | 5 S5 | 509A | Extra Pick | | 1 | pending | null | Mon Mar 01 18:10:27 EST 2004 | | | | | |
| 5 | AALF | JP-819945 | IVV237501 | 1 S1 | LHS | Line Haul C | | 81.55 | pending | null | Mon Mar 01 18:10:31 EST 2004 | | | | | |
| 6 | AALF | JP-819945 | IVV237501 | 1 S1 | 518C | SIT:Period | | 1 | pending | null | Mon Mar 01 18:10:35 EST 2004 | | | | | |
| 7 | AALF | JP-819945 | IVV237501 | 2 S2 | 518D | Whse Han | | 81.55 | pending | null | Mon Mar 01 18:10:35 EST 2004 | | | | | |
| 8 | AALF | JP-819945 | IVV237501 | 3 S3 | 520A | SIT Pup/Di | | 81.55 | pending | null | Mon Mar 01 18:10:35 EST 2004 | | | | | |
| 9 | AALF | JP-819909 | IVV237502 | 1 S1 | LHS | Line Haul C | | 69.45 | pending | null | Mon Mar 01 18:11:11 EST 2004 | | | | | |
| 10 | AALF | JP-819909 | IVV237502 | 1 S1 | 518C | SIT:Period | | 1 | pending | null | Mon Mar 01 18:11:15 EST 2004 | | | | | |
| 11 | AALF | JP-819909 | IVV237502 | 2 S2 | 518D | Whse Han | | 69.45 | pending | null | Mon Mar 01 18:11:15 EST 2004 | | | | | |
| 12 | AALF | JP-819909 | IVV237502 | 3 S3 | 520A | SIT Pup/Di | | 80 | pending | null | Mon Mar 01 18:11:15 EST 2004 | | | | | |
| 13 | AALF | JP-819950 | IVV237505 | 1 S1 | LHS | Line Haul C | | 176.83 | pending | null | Mon Mar 01 18:11:18 EST 2004 | | | | | |
| 14 | AALF | JP-819950 | IVV237505 | 5 S5 | 502A | Labor Reg | | 10 | pending | null | Mon Mar 01 18:11:18 EST 2004 | | | | | |
| 15 | AALF | JP-819950 | IVV237505 | 6 S6 | 502A | Labor Reg | | 64 | pending | null | Mon Mar 01 18:11:18 EST 2004 | | | | | |
| 16 | AALF | JP-819950 | IVV237505 | 1 S1 | 505A | Reweigh F | | 1 | pending | null | Mon Mar 01 18:11:22 EST 2004 | | | | | |
| 17 | AALF | JP-819950 | IVV237505 | 4 S4 | 520A | SIT Pup/Di | | 175.75 | pending | null | Mon Mar 01 18:11:22 EST 2004 | | | | | |
| 18 | AALF | JP-819950 | IVV237505 | 3 S3 | 518D | Whse Han | | 175.75 | pending | null | Mon Mar 01 18:11:22 EST 2004 | | | | | |
| 19 | AALF | JP-819950 | IVV237505 | 2 S2 | 518C | SIT:Period | | 1 | pending | null | Mon Mar 01 18:11:22 EST 2004 | | | | | |
| 20 | AALF | JP-445840 | IVV237564 | 1 S1 | LHS | Line Haul C | | 4.48 | pending | null | Mon Mar 01 18:11:24 EST 2004 | | | | | |
| 21 | AALF | JP-445840 | IVV237564 | 4 S4 | 519A | SIT:Period | | 1 | pending | null | Mon Mar 01 18:11:24 EST 2004 | | | | | |
| 22 | AALF | JP-445840 | IVV237564 | 8 S8 | 507K | Unpack:Ex | | 53 | pending | null | Mon Mar 01 18:11:24 EST 2004 | | | | | |
| 23 | AALF | JP-445840 | IVV237564 | 6 S6 | 521A | SIT Pup/Di | | 4.48 | pending | null | Mon Mar 01 18:11:24 EST 2004 | | | | | |
| 24 | AALF | JP-445840 | IVV237564 | 5 S5 | 519C | Whse Han | | 4.48 | pending | null | Mon Mar 01 18:11:24 EST 2004 | | | | | |
| 25 | AALF | JP-820044 | IVV237669 | 1 S1 | LHS | Line Haul C | | 62.39 | pending | null | Mon Mar 01 18:11:29 EST 2004 | | | | | |
| 26 | AALF | JP-820044 | IVV237669 | 3 S3 | 520A | SIT Pup/Di | | 62.39 | pending | null | Mon Mar 01 18:11:33 EST 2004 | | | | | |
| 27 | AALF | JP-820044 | IVV237669 | 2 S2 | 518D | Whse Han | | 62.39 | pending | null | Mon Mar 01 18:11:33 EST 2004 | | | | | |
| 28 | AALF | JP-820044 | IVV237669 | 1 S1 | 518C | SIT:Period | | 1 | pending | null | Mon Mar 01 18:11:33 EST 2004 | | | | | |

Figure 2-31. TP Multiple Report in Microsoft Excel

2.3.8 Pre Approvals

To view pre approval items for a particular BL, click on the link [Pre Approvals](#), enter the BL number and click the [Submit] button.

SDDC CWA (TP: AAEK)

Pre Approvals for AAEK (TP SCAC AAEK)

Enter the BL Number for the shipment you wish to view preapproval services.

BL Number:

Figure 2-32. Pre Approvals Screen

Example: Pre Approvals results for BL number ZY-025040

SDDC CWA (TP: HILD)

Shipment Services For Pre Approval

BL Number: ZY-025040 Customer Name: ROBERT R SKINNER

| Location | City | State | County | Country |
|---------------------------|-------------|-------|----------|---------|
| primary delivery location | TEMPLE | TX | BELL | US |
| primary pickup location | PLANTSVILLE | CT | HARTFORD | US |

Current Preapproval Items

| Service Code | Description | Approval Status | Responsible PPSO GELOC | TP Note | PPSO Note | Submit Date |
|--------------|---------------|-----------------|------------------------|-------------------|-----------|------------------------------|
| 145C | Whse Handling | APPROVED | HBAT | ? | | Wed Aug 11 10:35:20 EDT 2004 |
| 145A | SIT 1st Day | APPROVED | HBAT | ? | | Wed Aug 11 10:35:20 EDT 2004 |
| 145B | SIT Addtl Day | APPROVED | HBAT | ? | | Wed Aug 11 10:35:20 EDT 2004 |
| PDS | SIT Pup/Del | APPROVED | HBAT | ? | | Wed Aug 11 10:41:42 EDT 2004 |

Figure 2-33. Pre Approvals Results Screen

2.3.9 Print BL

Click on the link [Print BL](#) to print the report. Enter BL Number and click **[Submit]**.

SDDC CWA TP View

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View BL\(s\)](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Print BL

To print a Bill of Lading, enter the BL Number in the box below and click Submit. The BL document for this shipment will then appear in a PDF, which will allow you to print the document.

You will need the Adobe Acrobat Reader in order to view the PDF document. If you do not have this, [Click Here](#) to take you to the Adobe site to download it.

BL Number:

Figure 2-34. Print BL Screen

Note: If you do not have Acrobat Reader installed, click on the link [Click Here](#) and follow the instructions on the screen.

APPENDIX A – ACRONYMS

ACRONYMS

| | |
|---------------|--|
| BL | Bill of Lading |
| CE | Costing Engine |
| DA | Shipment Authorized Delivery Address |
| CWA | Central Web Application |
| DFAS | Defense Finance and Accounting System |
| DoD | Department of Defense |
| DTOD | Defense Table of Official Distances |
| EDI | Electronic Data Interchange |
| ETA | Electronic Transportation Acquisition |
| FTP | File Transfer Protocol |
| GBL | Government Bill of Lading |
| GBLOC | Government Bill of Lading Office Code |
| GSA | General Service Administration |
| GUI | Graphic User Interface |
| IC | (EDI) Implementation Convention |
| HTTP | HyperText Transfer Protocol |
| HTTPS | HyperText Transfer Protocol – Secure |
| LHS | Line Haul Item |
| MDA | Model Driven Architecture |
| NIPRNET | Non-classified Internet Protocol Routing NETWORK |
| NTS | Non-Temporary Storage |
| OCONUS | Outside the Continental United States |
| OTO | One-Time-Only (Shipment) |
| PM | Persistence Manager (from JDO) |
| PPPO | Personal Property Processing Office |
| PPPSB | Passenger and Personal Property Systems Branch |
| PPSO | Personal Property Shipping Office |
| SCAC | Standard Carrier Alpha Code |

SDDC.....Military Surface Deployment and Distribution Command
SIT.....Storage In-Transit
SMTP.....Simple Mail Transport Protocol
THIST.....TOPS History
TOPS.....Transportation Operational Personal Property Standard System
TP.....Transportation Provider
URL.....Uniform Resource Locator

APPENDIX B – SHIPMENT ADDRESS TYPES

SHIPMENT ADDRESS TYPES

| | |
|---------------|--------------------------------------|
| ATHPCK | Shipment Authorized Pickup Address |
| ATHDLV | Shipment Authorized Delivery Address |
| PRIPCK | Shipment Primary Pickup Address |
| PRIDLV | Shipment Primary Delivery Address |
| ADDPCK | Shipment Additional Pickup Address |
| ADDLV | Shipment Additional Delivery Address |
| LNGDLV | Shipment Long Delivery Address |
| DIVRSN | Shipment Diversion Delivery Address |
| RVCPT | Shipment Service Point |
| PRTUSD | Shipment Port Used |
| PRTORG | Shipment Original Port Designated |
| DIVRPT | Shipment Diversion Point |
| ORGSIT | Shipment Origin SIT Address |
| DSTSIT | Shipment Destination SIT Address |